



Community Development Block Grant 2006 PROJECT PROPOSAL INSTRUCTIONS

I. PROJECT TITLE

The project title should be a briefly stated description of the proposed project. Some examples:

Evergreen Social Service Center Handicapped Accessibility; or
Washington Neighborhood Street Improvements

2. PROJECT SPONSOR

- Enter the name of the agency applying for funds, mailing address, contact person and phone number. The contact person should be the person who prepared the project proposal or who can answer questions regarding the project.
- The person signing the proposal form should be the person who is authorized by the sponsor's governing body to submit the proposal on behalf of the sponsor (e.g. Chief Administrative Officer, Chairperson of Board of Directors, etc.). Submit information documenting approval by the Board, Commissioners, or Council as appropriate (examples of documentation would include copy of minutes or resolution) authorizing submittal of the application.
- Joint applications are not acceptable; please designate a lead agency to submit the application.
- Public agencies and nonprofits are eligible and may submit a proposal. Individuals may not submit a proposal. Neighborhood associations that are nonprofits may submit a proposal. Neighborhood associations that do not have nonprofit status should contact their city or county government to submit an application for them.

3. PROJECT COST

- Enter the total amount of CDBG dollars requested, ***rounded to the nearest hundred dollars.***
- Enter the total dollar amount of other resources that will be available to supplement the CDBG request.
- Add the above two numbers together to derive the total project cost.
- Please note: the maximum CDBG award is \$300,000. Projects requiring recapture of HOME funds are limited to a combined total of CDBG and HOME funds of \$300,000.



4. **PROJECT BENEFIT**

Identify on a map, census tract and block group numbers or survey data for the service delivery area. The map attachment should be large enough in scale so that project activities are clearly identifiable. Census data can be obtained from CDBG staff.

Place Map(s) Behind **SECTION A**

Complete either A, B, or C below.

A. Limited Clientele

A low and moderate-income *limited clientele* activity is a project which provides benefit to *a specific group of persons rather than to everyone in an area*. It may benefit particular persons without regard to the area in which they reside, or it may be a project which provides benefit on an area basis but only to a specific group of persons who reside in the area. If project serves a limited clientele, complete A only.

- Specify the total number of persons served.
- From the number of participants to be served, state the number and percentage of those participants who are low and moderate income.

Refer to low and moderate-income limits by household size, Resource I, attached at the back of the application packet.

Provide a copy of the page(s) in the referenced document used to derive the figures.

Joint County/City projects: applicant needs to identify not only the site the project will be located, but the number of city residents separate from the county residents who will participate in each specific program area(s).

B. Area Benefit

An area benefit activity is an activity which is available to benefit all the residents of an area which is primarily residential. If project is located in a low and moderate-income service delivery area (census tract), complete B only.

- Specify the total number of persons served.
- From the number of participants to be served, state the number and percentage of those participants who are low and moderate-income.

Provide a copy of the page(s) in the referenced document used to derive the figures.



Points for Project Benefit (Question A or B) are based on the following:

I. CDBG expenditure for each low/mod income persons served.

<i>Lowest third of applications</i>	<i>10 points</i>
<i>Medium third of applications</i>	<i>6 points</i>
<i>Highest third of applications</i>	<i>3 points</i>

Maximum score is 10 points (10% of total possible points).

II. Percentage of low/mod income person served:

<i>46.0-55.9%</i>	<i>1 points</i>
<i>56-59.9%</i>	<i>2 points</i>
<i>60-65.9%</i>	<i>3 points</i>
<i>66-69.9%</i>	<i>4 points</i>
<i>70-75.9%</i>	<i>6 points</i>
<i>76-79.9%</i>	<i>8 points</i>
<i>80+ %</i>	<i>10 points</i>

Maximum score is 10 points (10% of total possible points).

C. Slum or Blight



Contact CDBG Staff before completing this section.

If project is located in an identified slum or blighted area, complete C only.

- Specify the total number of structures located within the area.
- From the total number of structures within the area, state the number and percentage of those structures that is unsafe.
- From the total number of unsafe structures (#2), state the percentage of unsafe structures that will be addressed by this project.
- Meets the definition of slum, blighted or deteriorated area under state or local law.
- Provide a copy of the page(s) in the referenced document used to derive the figures.

**5. OTHER INFORMATION**

- All projects submitted must be consistent with the Clark County Community Development Needs & Strategic Plan Goals (Appendix #9).
- CDBG funded projects must be in compliance with local land use plans and zoning. Explain how the proposed project conforms to local plans and zoning ordinances. Provide a copy of the page(s) of resource document(s), pertinent sections, and page(s).
- Has this project been identified in a local capital improvements plan? Provide a copy of the page(s) of resource document(s), pertinent sections, and page(s).
- Identify current zoning, flood plain information and any known barriers that need to be addressed prior to project implementation.

**Place Documentation in
Application Behind SECTION B**

6. PROBLEM STATEMENT

- A. Describe the degree of need or the severity of a problem including cause, extent, location, frequency and duration that will be addressed by the project. If the project will address and resolve a health and safety, or accessibility concern, please identify the issue.
- B. Describe what past actions were taken to solve the problem.

6A. Scoring for this part of the question is 25 points maximum

6B. Scoring for this part of the question is 10 points maximum.

Maximum score is 35 points (35% of total possible points).

7. SOLUTION STATEMENT

- A. Describe the project activities and how they will address problems identified in the problem statement.
- Provide a list of objective measurable outcomes of the project (for example, water storage increased by 31%, fire insurance rating reduced from 7 to 6, or 65 families provided shelter).
 - Describe how and why the proposed solution is the most effective and what other possible solutions have been considered?
 - How will the project reduce costs over time?
 - How will the solution help the neighborhood or clients?
 - If the project will alleviate an expressed health, safety or accessibility concern. For example: an applicant may plan to illuminate a remote enclave within a park that is proposed for CDBG



assistance. Parking areas serving public buildings may be arranged on the project site so that they can be easily monitored, particularly by law enforcement patrols. CDBG applicants may be encouraged to consider ways that infrastructure projects can be designed to lessen the likelihood of the property being vandalized or people being assaulted on public grounds. Attach available documentation.

B. How will CDBG funds be used?

- Describe tasks and provide time frame for completion of project.
- Give estimates of quantities, size, and costs of project components and identify project milestones.
- Complete timeline Form C-I and place behind Section C. **NOTE: Achieving milestones on schedule will be used for performance measurement. Agreements are for 12 months. Projects that cannot achieve significant progress in 9 months will not be scored as favorably as projects that can progress quickly.**
- Acquisition or rehabilitation of housing built before 1978 will require a lead hazard evaluation, and possible lead hazard reduction. The lead hazard reduction can involve identification and either stabilizing deteriorating paint, the control of the hazard, or abatement. Lead-based paint hazard reduction can be expensive and time consuming.

C. If acquisition or rehabilitation is involved, provide the following information behind SECTION C:

- the tax lot number;
- property description (as listed on the Assessor's Records); and
- the year the structure was built (if applicable); and
- a copy of a current building inspection report (if available); and
- a copy of a Phase I Environmental Site Assessment (if available).

**Place Documentation in
Application Behind SECTION C**

Note: The acquisition of land or structures requires the applicant to provide the size of the land in square feet, zoning requirements and evidence of the development of a cost estimate based on discussions with real estate professionals. Acquisition of commercial property requires consultation with commercial real estate agent or appraiser, including cost per square foot based on previous sales or offerings of similar properties.

An option agreement involves the prospective buyer paying (\$1.00 or more) to the seller to take the property off the market for a specified time. For the CDBG program the option agreement must state that the buyer will not pay more than the fair market value of the property as determined by an independent appraisal. It must also state that the sale is contingent on the buyer receiving CDBG funds, a structural review and environmental review of the land.



If the structure is occupied by tenants, the buyer must pay for the relocation of tenants (resident or business). This can increase acquisition costs significantly.

In addition, at the time the prospective buyer signs an option agreement they must give the seller and each tenant the brochure titled When A Public Agency Acquires Your Property. The brochure and a draft option agreement may be obtained from the CDBG staff. CDBG funds cannot be used to reimburse an applicant for the cost of an option agreement.

7A. Scoring for this part of the question is a maximum of 14 points

7B. Scoring for this part is 10 points maximum.

Maximum score is 24 points (24% of total possible points).

8. COORDINATED EFFORT

How is this project coordinated with other community or neighborhood activities? Did other agencies, potential clients, and other funders provide input regarding the proposed project?

Explain whether this project is part of a coordinated effort involving other projects, including CDBG, in the service delivery area. Your explanation should describe all aspects of the overall approach to the projects, including project relationships, priorities, timing, and service or construction coordination.

For example: a local jurisdiction may notify utility agencies about a proposed CDBG-supported road improvement. The utilities may use this opportunity to upgrade power, water, sewer, and natural gas lines in the road right-of-way, and assist with the installation of street lights.

8. Maximum of 9 points (9% of total possible points).

9. DISPLACEMENT/RELOCATION

If acquisition or rehabilitation of a property that is occupied by residential tenants or businesses is anticipated, indicate the number of tenant households or businesses to be displaced. The estimate of displacement should be based upon the number of tenant households or businesses occupying the facility at the time of project application.



9. Up to 30 points will be deducted from the total score if relocation is involved. No relocation = 0 points.

10. OPERATION AND MAINTENANCE

Project sponsors are required to operate and maintain CDBG funded facilities for the useful life of the project.

- A. Specify who will assume legal responsibility for operation and maintenance of the improvements or facilities; also specify who owns the facility.
- B. Describe how operation and maintenance will be provided over the useful life of the improvement (for both rehabilitation and for new construction). Include in your description:
- A general statement of financial assets and resources at applicant's disposal.
 - A brief description of general administrative as well as budgetary performance. Describe any problems the agency/locality has encountered over the past two years.
 - A description of past experiences in operating or administering a similar type of activity.
 - A description of staffing arrangements and source of financing for the ongoing operation and maintenance of the project. Indicate whether the expertise is available in-house or must be acquired.

Nonprofits:

- C. Nonprofit organizations must provide a proforma with their proposal application. A nonprofit applicant must have its IRS 501(c)(3) status. The proforma should reflect how the loan portion of the CDBG grant funds will be repaid. (Loans cannot be repaid with CDBG funds or with program income generated from CDBG project activities).

A copy of the Agency's most recent complete Financial Statements and Audit will also need to be provided. Complete Financial Statements should include a statement of financial position, statement of activities, cash flow statement, statement of changes in net assets and notes to financial statements if available. Place required documentation behind SECTION D; Subsection 1 - Proforma and Subsection 2 - Financial Statement and Audit. Also, see Section 18.

**Place Documentation in
Application Behind SECTION D**

11. CITIZEN SUPPORT

Describe how citizens, neighborhoods, agencies, and others were involved in the development of this project proposal and how they will be involved in the implementation of the project if CDBG funds are



awarded. Attach materials that demonstrate how citizens were involved in the project proposal such as public meeting minutes, neighborhood meetings, letters of support, fund raising materials, documented volunteer hours, etc. which demonstrate this support. When and where were public hearings held? How was the public notified about this project?

**Place Documentation in
Application Behind SECTION E**

12. PROJECT MANAGEMENT CAPABILITY

Municipalities may utilize existing staff expertise to meet management requirements if adequate experience and time available is demonstrated. Nonprofit applicants who propose to utilize existing staff must clearly demonstrate that staff is capable of project management, taking into consideration the complexity of the project.

The project sponsor will be required to designate a project manager who will coordinate and monitor all aspects of the project.

Please provide the following information relative to management of this proposal:

- A. Name and title of the designated Project Manager.
- B. Past management experience related to this, or similar, project(s). Give examples of, and list experience relative to the following:
 - Ability/experience in: dealing with appointed and elected officials, contractors, engineers, architects, clients, and citizens; resolving complaints, conducting meetings.
 - Ability/experience in government contract administration; knowledge of federal regulations governing acquisition, procurement, equal employment opportunity, and labor standards.
 - Ability/experience in: establishing timeliness; drafting requests for proposals, bid documents, and contracts; reviewing plans and specifications; negotiating contracts and change orders; approving requests for payment.

13. BUDGET SUMMARY

Indicate total project cost, total CDBG request and what funds or services, if any, the sponsor and/or other agencies will contribute. Also enter other committed funding sources (match). Committed funds are funds available to be expended at the time the contract is executed. Amounts indicated should be rounded off to the nearest hundred dollars.

Please note:

Match expenditures must be backed up with satisfactory documentation of costs (i.e. invoices, time cards, bills, etc.)



Expenditure of Match: The expenditure of funds from all other sources must be made in proportion to the expenditure of CDBG funds. The applicant will be required to document the expenditure of in-kind support prior to the final drawdown of CDBG funds.

Match Definition: Project match is considered to be only costs and activities used to complete the activity for which CDBG funds are directly expended. For example, the acquisition and rehabilitation of a building to house a mental health agency, the match would be used in the actual purchase or rehabilitation, but not maintenance, services, or other work or costs in future years.

Match does not include maintenance, services, previous work or costs, or equipment.

Following is a general description of budget line items.

ACQUISITION

- Purchase Price: the fair market price paid for the land and any buildings.
- Closing & Recording Costs: the cost for recording, title insurance, and legal review of sale documents.
- Boundary survey, appraisal, review appraisal and Phase I environmental cost.

CONSTRUCTION COST

- New Construction: the labor and material cost, typically based on the low bid, to construct a new facility. Note that any construction in an amount exceeding \$2,000 requires the payment of Davis Bacon Wage rates. These are federal mandated wages applied to construction trades and are obtained from the CDBG staff prior to going out to bid on a project. Contact CDBG staff for current wage rates which can be used for **estimating** project construction cost.
- Rehabilitation: the labor and material cost (including sales tax), typically based on the low bid, to rehabilitate an existing structure.
- Infrastructure: the improvements to a site including grading, waterlines, sewer lines, streets, curbs, sidewalks and other activities in the public right of way or required to access the public right of way. Cost estimates must be provided by appropriate technically-skilled personnel, either a licensed professional architect or engineer. See FORM -I behind SECTION F for example of detail required.

NOTE: For construction projects, please provide DETAILED documentation prepared by a licensed architect or engineer relating to costs involved for the construction. Sales tax and contingency should be included in this estimate.

**Place Documentation of Engineering or
Architect Estimates in Application
Behind SECTION F**



- Architect and/or Engineering: the cost of an architect and/or engineer for the preliminary design, final drawings and construction observation.

DEVELOPMENT COSTS

- Insurance: required insurance during the construction period only.
- Relocation: costs involved in moving individuals, families, businesses, farm operations and nonprofit organizations displaced as the result of Block Grant project or activity.
- Project Management: the costs of general management all components of the project from beginning to completion.

Other Sources of Funds: Applicants are asked to ***list only committed sources of funds***, as these will be given preferential treatment when matched against the block grant cost.

- **Federal:** Other federal (non-CDBG) funds that are approved for this project.
- **State:** Any state funds allocated for this project.
- **Local:** Cash Pledges in-hand, money raised by applicant's fund-raising events.
- **City** - If joint (Vancouver CDBG/Clark County CDBG) project, list City CDBG funds here.
- **In-Kind Service & Supply:** Provide detailed documentation of the value of the in-kind services and supplies i.e. volunteers, furniture, supplies, staff salaries, and other contributions to which a cash value can be attached;

Place Documentation in
Application Behind **SECTION G**
"In-Kind" Match

- **Other** - Any other funding source not otherwise classified above, for example, private sources of funding.

**14. BUDGET NARRATIVE**

Please describe status of anticipated funds that can be committed by July 1.

<i>14. Points for this segment are based upon the amount of Supplementary Funding (Match) contributed toward the total project costs:</i>	
<i>0 - 5.9%</i>	<i>2 points</i>
<i>6 - 9.9%</i>	<i>3 points</i>
<i>10 - 15.9%</i>	<i>4 points</i>
<i>16 - 19.9%</i>	<i>5 points</i>
<i>20 - 25.9%</i>	<i>6 points</i>
<i>26 - 29.9%</i>	<i>7 points</i>
<i>30 - 35.9%</i>	<i>8 points</i>
<i>36 - 39.9%</i>	<i>9 points</i>
<i>40 - 45.9%</i>	<i>10 points</i>
<i>46 - 49.9%</i>	<i>11 points</i>
<i>50+ %</i>	<i>12 points</i>
<i>Maximum score is 12 points (12% of total points).</i>	

15. HOUSING AND/OR COMMUNITY FACILITIES PROPOSALS

If a proposed site has been identified for project activity, provide the site address and current property owner's name. Provide the year of construction, its stated original use and if it is identified on the National or State Register of historic places. If the structure is over 50 years old a historic environmental review is required.

16. ADDITIONAL INFORMATION**CITIES/TOWNS/COUNTY:**

- Required Public Meetings: Each municipality or other public body must hold two public meetings prior to submitting its application:
 - Public Meeting #1: This meeting shall be used to inform the community about CDBG program objectives and eligible activities and to solicit public comment on local needs and potential projects.
 - Public Meeting #2: Before the applicant adopts and submits its proposed CDBG project, it must hold another public hearing to review the local needs and proposed projects. Proposed projects must be consistent with the Housing and Community Development Plan and local plans and community strategies.



- Submit information documenting authorization of submittal of the application by the City Council or Board of Commissioners, (e.g., a copy of the Council minutes and/or resolution).

NONPROFIT AGENCIES:

- Required Public Meeting: Nonprofits proposing projects in specific cities must provide information about their project at a regularly scheduled City meeting before their application is submitted.
- Submit information documenting authorization of submittal of the application by the Board of Directors.
- Nonprofit organizations must submit: 1) a list of Board of Directors and an Organization Chart, 2) IRS documentation showing qualification as a nonprofit corporation under Section 501(c)(3), 3) a copy of their Articles of Incorporation and 4) a copy of their Policies and Procedures with the proposal application.
- Insurance Requirement: Any entity awarded funds will be required to carry general liability insurance. Any structure(s) acquired, rehabilitated or built with these funds must be covered by property insurance.

Place All Documentation in
Application Behind
SECTION D

17. PROPOSAL SUBMITTAL

The Clark County Purchasing Department (1300 Franklin Street, 6th Floor, P.O. Box 5000, Vancouver, WA) must receive only **one (1) original** of the application before 4:30 p.m. December 1, 2005. Do not staple any of the pages or use dividers. For additional information, contact the CDBG/HOME Program at (360) 397-2130.

For an alternative format, contact the Clark County ADA Compliance Office. V (360) 397-2025; TTY (360) 397-2445; E-mail ADA@clark.wa.gov

APPLICATIONS MUST BE RECEIVED BY:

**OFFICE OF PURCHASING
1300 FRANKLIN STREET, SIXTH FLOOR
VANCOUVER, WA**

**NO LATER THAN THURSDAY,
DECEMBER 1, 2005
4:30 P.M.**



RESOURCE #I
Portland - Vancouver Primary Metropolitan Statistical Area
CDBG Program Family Income Limits

Effective March 2005

Number of Persons in the Family	30% of Median	Very Low Income Family (50% of Median)	Low-Income Family (80% of Median)
1	14,250	23,750	\$38,000
2	16,300	27,150	43,450
3	18,350	30,550	48,900
4	20,350	33,950	54,300
5	22,000	36,650	58,650
6	23,650	39,400	63,000
7	25,250	42,100	67,350
8	26,900	44,800	71,700

Portland PMSA Median Income \$67,900

Source: Oregon State Office, U.S. Department of Housing and Urban Development

Previous editions are obsolete.